



## **Program Assistant**

The National Center for Family Philanthropy (NCFP) is seeking a qualified candidate to join its dynamic team as a Program Assistant. This role provides a unique opportunity to support philanthropic donors, families, and staff while advancing a movement to create meaningful and enduring social change. The successful candidate is self-motivated, expeditious and able to manage multiple programmatic and administrative tasks in a timely and efficient manner. In addition to providing an excellent entry role in the vibrant and growing field of family philanthropy, this position offers tremendous potential for professional growth and learning.

NCFP's program team is a group of creative individuals working together to develop programming and services designed to serve philanthropic families across the United States. We seek candidates with diverse perspectives and interests, a strong sense of personal initiative, and an interest and dedication to supporting the field of family philanthropy. The Program Assistant reports to the Vice President, Programs and supports functions across the organization.

### **Roles and Responsibilities**

- Provide general support to the program team in the development and execution of programs and strategies that advance the practice of family philanthropy.
- Support program-related communications, including researching, sourcing, and editing blog posts, and supporting website updates, social media, and event marketing efforts.
- Assist with virtual learning efforts, including posting speakers and events, creating marketing and confirmation emails, database management, and posting of recordings and resource lists for events.
- Provide support for all events and convenings, including the National Forum on Family Philanthropy, Trustee Education Institute, CEO Retreats, and other trainings and seminars. Specific tasks may include supporting planning committees, speaker invitations and preparation, and on-site support for speakers, leadership staff, and attendees
- Greeting visitors, answering phones, assisting with office management, replying to requests for information, and providing other administrative support as needed.

### **Key Qualifications and Competencies**

- Bachelor's degree required; focus on philanthropy, public policy, or related issue area preferred.
- One to two years professional experience in the philanthropic or nonprofit sector preferred.
- Excellent interpersonal skills.
- Strong time management skills, the ability to prioritize tasks and responsibilities, and a desire to learn and to contribute in multiple ways in a dynamic non-profit environment.



- Familiarity with Salesforce, Hubspot, Wordpress and/or other comparable systems preferred.
- Excellent research and analytical skills.
- Exceptional attention to detail, along with strong project management skills.
- Ability to work independently and exercise judgment in organizing work, establishing priorities and meeting demanding project goals.
- Strong team orientation and willingness to be flexible and work across teams.

### **Compensation and Benefits Package**

NCFP offers competitive salaries and a generous employee benefits package, including:

- 100% employer-paid premiums for employees' health, dental, and vision care.
- A 5% employer contribution to employees' 401K, subject to plan rules and guidelines.
- Generous vacation, sick leave, and personal leave.
- Four weeks of paid parental leave for new parents.
- 100% employer-paid premiums for life, long-term disability, and short-term disability insurance.
- A \$75 monthly transportation benefit.
- Employer support for professional development opportunities.

To apply, send a resume and cover letter to [hr@ncfp.org](mailto:hr@ncfp.org) with the subject line: Program Assistant.

### **About NCFP**

Established in 1997, the National Center for Family Philanthropy (NCFP) is a catalyst for the greater good; it provides donors and their families with comprehensive resources, expertise, compassionate support, and community. We are rooted in the belief that family participation enriches philanthropy and that philanthropy strengthens families. We empower donors and their families to define and pursue their purpose, establish thoughtful policies and practices, and build community to make a positive impact through their giving.

The National Center for Family Philanthropy is an Equal Opportunity Employer. It is the policy of NCFP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. NCFP prohibits any such discrimination or harassment.